



Washington County Parks
Scoggins Valley Park – Henry Hagg Lake
 Reservation Application

For Office Use Only – 2012 Season	
Payment Date:	_____
Check # _____	CC: _____
Reservation Fee: \$	_____
Cleaning Deposit: \$	_____
Confirmation Letter Sent:	_____
Customer #:	_____
Receipt #:	_____
Batch #:	_____
Invoice #:	_____
GBOK #:	_____

Contact Name: _____
 Daytime Phone: _____ Evening Phone: _____
 Email address: _____

SECURITY DEPOSIT WILL BE RETURNED TO:

Name: _____
 Address: _____
 Phone Number: _____

Date you desire: Sites are available from 9:00am to 8:00pm.

1st Choice - **Date:** _____ **Time:** _____ am/pm to _____ am/pm
 2nd Choice - **Date:** _____ **Time:** _____ am/pm to _____ am/pm

Number of People attending Event: _____

Description of Event: _____
 (Company Picnic, Birthday Party, Family Reunion, Wedding, etc.)

***Note: Contact the Park Ranger at 503-359-5732 if you are planning a Wedding or want to use an area outside the reserved site (Pavilion/Picnic area).**

Park Area You Wish to Use:

A-West Picnic Area	<input type="checkbox"/>	Sain Creek Pavilion	<input type="checkbox"/>
Sain Creek Picnic Area	<input type="checkbox"/>	C-Ramp Pavilion	<input type="checkbox"/>

Will there be alcohol at the event? YES: NO:
 Beer and Wine are permitted (NO KEGS or HARD LIQUOR)

Credit Cards accepted - VISA, Discover, and Master Card
Send application via:

Fax to 503-846-4851 or E-mail to haqglake@co.washington.or.us
Once the application is received Facilities & Parks will call to get your credit card information.

Print Name: _____
 Signature: _____ Date: _____

Application questions call **503-846-8715** (Monday-Friday 8am-5pm)
 Questions on the day of your event call Park staff at **503-359-5732**

Mailing address: Washington County
 Support Services, Facilities & Parks Services
 169 N First Ave, MS #42
 Hillsboro, OR 97124

Fees and Deposits

All reservations require both a Reservation Fee and a Security Deposit to secure the date.

If a reservation is cancelled, more than twenty-one (21) days before the event, the fee and deposit is refundable.

If a reservation is cancelled, less than twenty-one (21) days before the event, the following rules apply:

Reservation Fee is non-transferable and non-refundable (NTNR), designed to cover the costs of administration, staff-hours used in setup and cleanup, oversight of event(s), and utility costs.

Security/Cleaning Deposit is refundable.

Refund Policy

1. Reservation fees are non-refundable and non-transferable, unless proper cancellation notice has been received within 21 days prior to the date of your event.
2. Security/cleaning deposits are refundable, less costs incurred due to excessive cleanup costs, damage repairs, additional staff hours, extended administrative costs, or if reservation exceeds the stated number of persons in group on application.
3. Refunds are issued on security/cleaning deposits within **45 days** after the completion of the reserved event, or cancellation notice by customer.

Fee Schedule

Small Group/Open Area(s): A-WEST PICNIC AREA & SAIN CREEK PICNIC AREA

GROUP SIZE	# OF PEOPLE	RESERVATION FEE	SECURITY DEP.
1	1-50	\$150.00	\$55.00
2	51-100	\$180.00	\$105.00
3	101-UP	\$200.00	\$175.00

Large Group/Covered Area(s): C-RAMP PAVILION & SAIN CREEK PAVILION

GROUP SIZE	# OF PEOPLE	RESERVATION FEE	SECURITY DEP.
1	1-75	\$210.00	\$85.00
2	76-150	\$280.00	\$150.00
3	151-UP	\$350.00	\$235.00

Henry Hagg Lake

